

# RFA FAQ

## **RFA Technical Questions**

### **Will the T/TA webinar be recorded?**

We are in the process of creating a webinar of the RFA Overview presentation at the 2013 CECC Annual Institute. Please check the RFA Toolkit at [kidsnow.ky.gov](http://kidsnow.ky.gov) for regular updates.

### **On page 5 of the RFA the membership requirement indicate that “all” Head Start/Early Head Starts must be members. What is meant by “All”?**

“All” refers to all Head Start /Early Head Start Grantees in a service area. For a list of Head Start Grantees and their service areas, refer to <http://www.KHSA.org>

### **Where can I find more information and tools on how to write my RFA?**

The GOEC has created a website to assist CECCs in their efforts to submit a high quality application. Please visit our RFA Toolkit regularly for updates.  
<http://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-.aspx>

### **Are times listed in the RFA document Eastern or Central time?**

All times found in the RFA document are based on Eastern Daylight Time (EDT).

### **Can Head Starts and School Districts receive funding from the CECC in the form of mini grants?**

The RFA does not restrict funding by organization type. The intention of mini grants is to build capacity in local early childhood organizations to increase school readiness in each community. Councils are encouraged to adopt strategies that are broadly inclusive of community partners

### **Do centers have to be STARS rated to receive assistance from the CECC?**

This is not specified in the RFA. Councils should consider what the needs are in their community to determine where funds should be used.

### **Will a copy of the RFA PowerPoint be available for CECCs to access?**

Yes. Please visit our RFA tool kit at [kidsnow.ky.gov](http://kidsnow.ky.gov) regularly for updates

### **How much should the CECC set aside to send two people to the Institute?**

Please refer to the Mandatory Uses section of the RFA. There is not a specific amount suggested. If the CECC fails to send two people to the Institute, the remainder must be sent back to the GOEC. If the CECC budgeted too much for the Institute, they may submit a budget amendment to use the funds elsewhere.

**Will the FAQ be available on the website?**

Yes. Please visit our RFA tool kit at [kidsnow.ky.gov](http://kidsnow.ky.gov) regularly for updates.

**Can you provide further examples of high quality activities that will ensure children enter School Ready?**

At the 2013 CECC Institute, there were many examples of high quality activities. The CECC should follow the directions of the RFA, collaborate with community partners, and visit the RFA Toolkit at [kidsnow.ky.gov](http://kidsnow.ky.gov) to determine activities that will support School Readiness in the community.

**Is there a specific funding cap for being fully funded?**

Please refer to the RFA Appendix H for maximum funding levels for each county.

**Do fully funded CECCs still have to send two members to the Annual Institute?**

According to the FY14 RFA every council must send at least two members of the CECC to the Annual Institute.

**If the GOEC receives two applications from the same county, what happens?**

If multiple applications are received for overlapping geographic areas, all applications received for these areas will be disqualified.

**The Conflict of Interest is new. Why do members need to complete a Conflict of Interest?**

According to KRS 200.707, each member of the CECC must complete a Conflict of Interest to disclose any conflicts that may arise out of their Council work and other dealings. A lot of CECC members will have conflicts and, while persons who directly profit from a vote must abstain, those conflicts are not considered a removable offense.

For example, members who own Child Care Centers may be voting members of the CECC. However, when a mini grants vote is taken that will affect his/her center; he/she must abstain from the vote.

**What if without those votes, the CECC will not have a quorum to conduct business?**

According to Robert's Rules of Order, a quorum is defined as members present, not members voting. Therefore, the establishment of a quorum is not impacted by members who abstain due to the conflict of interest, but members who are present.

**Do we need to send copies of the Conflict of Interest with each copy of the RFA?**

No. The GOEC will only need Conflicts of Interest attached to the original copy of the application.

**The RFA now requires a Communications Plan. What is the purpose of the Communication plan?**

One focus of the GOEC is to encourage all partners in early childhood to speak with one voice. We develop a monthly message for CECCs to inform the community about issues surrounding early childhood. The Communications Plan piece of the RFA is where you tell us your plan to get the message out to your community.

**Last year, it took a long time before the CECC received the check. How can the CECC get its funds faster?**

The GOEC works closely with the Finance and Administration Cabinet to ensure CECCs receive their checks in a timely manner. However, certain steps **must** be followed before a check can be released. The steps are:

- 1.) A Memorandum of Agreement (MOA) will be mailed to the fiscal agent that details the contractual agreement between the Commonwealth of Kentucky and the individual CECC.
- 2.) The MOA must be signed by the Chair or fiscal agent of the CECC. The **original signed** copy must then be sent to the GOEC c/o Amanda Flanary 125 Holmes St. Frankfort, KY 40601.
- 3.) Upon receipt, the GOEC will forward a signed original copy of the MOA to the Finance and Administration Cabinet for further review.
- 4.) Once approved and signed by the Finance and Administration Cabinet, the GOEC will receive an “effective date” for award monies.
- 5.) The GOEC will then request CECCs to submit an invoice for the total amount of grant.
- 6.) Once an invoice has been received by this office and approved by the Finance and Administration Cabinet, a check for the total award amount will be mailed to the CECC fiscal agent.

**In the RFA it states that CECCs may not use funds for “equipment”. Does this include things like iPods/iPads and other new technologies?**

KIDS Now funds may not be used for electronic equipment or new technologies.

**CECCs used to get a list of outcome examples to base decisions on. How do we determine what outcomes are important to the GOEC without the list?**

The GOEC realizes that CECCs understand their own community more than we can. Therefore, CECCs should determine how best to serve their communities. Using past experience and the Early Childhood Profiles, CECCs should propose where resources would improve the outcomes in their community and make the case that this strategy will help “move the needle” in school readiness measures.

**Can we use money for refreshments during day care trainings and other events?**

The RFA states, under Restriction on use of Funds, funds may not be used to purchase refreshments. However, feel free to contact local business to donate food and drinks.

**Do we need specifics for our timeline of proposed activities in the Strategic Plan section (i.e. On October 28th, 2013, we will host our annual Community Baby Shower.), or will general information be acceptable (i.e. During the Fall of 2013, we will host our annual Community Baby Shower.)?**

A generalized vision of the timeline is acceptable. However, many CECCs will use their Strategic Plan as a guide for planning. Please utilize the Strategic Plan to ensure success of your activities.

**We are a bit confused about the budget and budget narrative. Do we just need to simply fill out the appendices for each of these, or will we be required to have a paragraph version too? Please clarify the difference between these documents and what is required.**

The Budget template is the dollar amounts of what the projects would cost. The Budget Narrative is where you justify what you plan to spend in paragraph form.

## **CECC Membership**

**Should faith-based schools and independent school districts be included?**

The RFA does not prohibit faith based organizations to participate as a member of a CECC. To ensure collaboration for School Readiness, all interested partners should be included in projects, including Faith Based schools.

**My community has very few or no registered childcare facilities. Is the CECC required to have child care as a partner?**

The RFA requires that a representative from child care be a member of each council. All counties have a registered and/or licensed child care facility. Please visit the Cabinet for Health and Family Services for a list of registered and licensed child care facilities in your area at <https://prd.chfs.ky.gov/KICCSPublic/ProviderSearchPublic.aspx>

**Should CECCs include parents who care for their own children in their own home?**

Consult page 5 in the RFA for membership requirements. CECCs are community organizations and should adopt activities that promote ensuring ALL children are ready for school, including those not in an organized setting.

**In a Multi-County Council, what are the CECC membership requirements?**

Please refer to the KRS 200.707 or the FY14 RFA for clarification. CECCs are required to have representation from Childcare, all School Districts, and all Head Starts within their service area.

**Is there a specific partner the GOEC is looking for from the local school district?**

The RFA does not specify who must represent the school district on your council. However, to promote community collaboration, the CECC should encourage any interested partner to participate in the work of the CECC.

**Would we include church nursery programs since we want to include all preschool children in the community?**

The RFA does not specify who must be included on your council other than childcare, all head starts and all school districts. However, to promote community collaboration, the CECC should encourage any interested partner to participate in the work of the CECC.

**My CECC serves a multi-county area. Do I need representatives from Head Start, Child Care and local School districts from all counties represented?**

Please refer to the KRS 200.707 or the FY14 RFA for clarification. CECCs are required to have representation from Childcare, all School Districts, and all Head Starts within their service area.

## **Miscellaneous**

**At the institute there was mention of a new/revised KRS. Can you tell me where I can read the revised KRS or what the number is?**

The Revised KRS is currently located in the RFA Toolkit section of our website, [kidsnow.ky.gov](http://kidsnow.ky.gov). What CECCs should know about the changes are:

1. CECCs are no longer required to submit quarterly reports. KRS 200.707 now says one year end report is all that is required.
2. CECCs must demonstrate active participation and collaboration from all of the following required groups within the service area: 1) Child Care 2) all Head Starts and/or Early Head Starts and 3) all Local School District(s).
3. Each member of the CECC receives one vote. This replaces one vote per sector in Early Childhood Education.

If you or your CECC have other questions please don't hesitate to call our offices at 502-782-0200 or email at [amandab.flanary@ky.gov](mailto:amandab.flanary@ky.gov).